

Immediate Notice: Additional Charges for Express Shipping

Date: [Insert Date]

To: [Recipient's Name]

[Recipient's Address]

Dear [Recipient's Name],

We hope this message finds you well. We are writing to inform you of additional charges that will be applied to your recent order due to the selection of express shipping.

Details of the Additional Charges:

- Order Number: [Insert Order Number]
- Original Shipping Cost: \$[Insert Amount]
- Additional Express Shipping Charge: \$[Insert Amount]
- Total New Shipping Cost: \$[Insert Amount]

These charges are necessary to accommodate the expedited delivery service you have requested. We appreciate your understanding and continued business.

If you have any questions or concerns regarding this notice, please do not hesitate to reach out to our customer service team at [Insert Contact Information].

Thank you for your prompt attention to this matter.

Best regards,

[Your Name]

[Your Position]

[Your Company]

[Your Company Address]

[Your Contact Information]